



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.13
F535G Fisher, Roger and Alan Sharp
Getting It Done: How to Lead when You're Not in Charge. HarperBusiness, 1998.
It's amazing how far 2 cents will go if you're a careful spender.
- 158.2
J42G Jaye, Aye
The Golden Rule of Schmoozing: The Authentic Practice of Treating Others Well.
Sourcebooks, 1998. *Schmooze unto others as you would have them schmooze unto you - sounds a little disgusting actually...*
- 650.14
T918N Tullier, L. Michelle
Networking for Everyone: Connecting with People for Career and Job Success. JIST
Works, Inc., 1998. *I just don't put too many on the same circuit as my kitchen appliances.*
- 658.4012
W952B Wright, Robert J.
Beyond Time Management: Business with Purpose. Butterworth-Heinemann, 1997.
Sometimes you can eke out a few extra minutes if you cross over into a nearby parallel dimension. However, you run a substantial risk of being sidetracked by talkative aliens.

COMMUNICATION

- 650.13
A969TS Axelrod, Alan and Jim Holtje
201 Ways to Say No Gracefully and Effectively. McGraw-Hill, 1997. *Because, after a while, even something as clever as - No way Jose - can start to grow just a bit stale.*
- 428
B534M Berry, Thomas Elliott
The Most Common Mistakes in English Usage. McGraw-Hill Inc., 1971.
And I'm (sic) of them.
- 808.51
N817S Noonan, Peggy
Simply Speaking: How to Communicate Your Ideas with Style, Substance, and Clarity. ReganBooks, 1998. *And you won't have to bother with mincing words either. Personally - I hate that. I end up with little letters all over the floor...*
- 428.2
R893C Rozakis, Laurie E.
The Complete Idiot's Guide to Grammar and Style. Alpha Books, 1997. *Perhaps - Duh - can sound witty and sophisticated.*

MANAGEMENT

- 658.4092
C382A Cawood, Diana
Assertiveness for Managers: Learning Effective Skills for Managing People. Int. Self Counsel Pr., Ltd, 1992. *May the forcefulness be with you.*
- 658.4052
C749W Conger, Jay A.
Winning 'Em Over: A New Model for Management in the Age of Persuasion. Simon and Schuster, 1998. *Just be sure when they all get behind you that no one is blocking the nearest emergency exit.*
- 658.409
C778E Cooper, Robert K. and Ayman Sawaf
Executive EQ: Emotional Intelligence in Leadership and Organizations. Advanced Intelligence Technologies, LLC, 1996. *That ages old heart vs head struggle is much easier to deal with once you have clearly established your cardioneural coefficient.*
- 658
E64M Eppler, Mark
Management Mess-Ups: 57 Pitfalls You Can Avoid (and Stories of Those Who Didn't). Career Pr., 1997. *Most of which are beyond the paper towel stage.*
- 658.4
S476F Senge, Peter M.
The Fifth Discipline: The Art and Practice of the Learning Organization. Doubleday/Currency, 1990. *Just as long as there's no algebra review.*
- 658.406
S478F Sentell, Gerald D.
Fast Focused and Flexible: Bold New Imperatives for the High Performance Organization. Pressmark Int. Inc. 1994. *Okay - hit the mat and give me forty paradigm shifts - and no bending the knees.*
- 658.456
M4235 The 3M Meeting Management Team with Jeannine Drew
Mastering Meetings: Discovering the Hidden Potential of Effective Business Meetings. McGraw-Hill, Inc., 1994. *Your meetings will be so ordered, effective and efficient, that you will even have time to spare for idle chatter, attempts at humor and assorted pleasantries - provided they are on the agenda of course.*

SPECIFIC EMPLOYEE SKILLS

- 653.2
P982P Pullis, Joe M. and Cheryl D. Pullis
Principles of Speedwriting. Glencoe McGraw-Hill, 1991. *You might get fast enough to qualify for the Office Administration 500.*

WORK ENVIRONMENT

- 658.4093
K16E Kanarek, Lisa
Everything's Organized. Career Pr., 1996. *Just don't look in that bottom drawer.*
- 640.43
K35B Kennedy, Danielle
Balancing Acts: An Inspirational Guide for Working Mothers. Berkley Bks., 1998. *See where you fall along the guilt-exhaustion continuum.*
- 658.473
V795 VandenBos, Gary R. and Elizabeth Q. Bulatoo - editors
Violence on the Job: Identifying Risks and Developing Solutions. Amer. Psych. Assoc., 1996. *Unless you're one of those who would rather roll with the punches.*
- 650.13
W668G Wild, Russell
Games Bosses Play: 36 Career Busters Your Supervisor May Be Firing Your Way and How You Can Defend Yourself. Contemporary Bks., 1997. *I'm particularly leery of musical desks.*